



# United States Peace Corps/Cambodia



## VACANCY ANNOUNCEMENT

### **Medical Assistant Full-Time Personal Service Contractor (PSC)**

- OPEN TO:** All Qualified Candidates  
*(Preference will be given to candidates residing in Cambodia or who are citizens of Cambodia at the time of application)*
- OPENING DATE:** 11 May 2022
- CLOSING DATE:** 03 June 2022
- WORK HOURS:** Full time; 40 hrs/week
- ESTIMATED WORK PERIOD:** Permanent; All Personal Services Contractors (PSC) have a period of performance of 1 base year + 4 option years with the possibility of renewal.
- COMPENSATION:** Starting at USD \$1,335 per month

### **ORGANIZATIONAL BACKGROUND**

The United States Peace Corps ([www.peacecorps.gov](http://www.peacecorps.gov)) is a non-political, non-religious organization of the US government that brings Americans to Cambodia to serve as Peace Corps Volunteers. The Peace Corps serves in Cambodia at the invitation of the Government of Cambodia and working closely with Ministry of Education, Youth and Sport with a goal to improve the English language skills of teachers and students. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship. Learn more about Peace Corps Cambodia here: <http://cambodia.peacecorps.gov/>

### **OBJECTIVE OF THE POSITION**

The United States Peace Corps Cambodia seeks a permanent **Medical Assistant (MA)** for our office in Phnom Penh to support the work of American Volunteers working in rural areas throughout Cambodia.

### **POSITION DESCRIPTION**

This position performs administrative duties in support of the Health Unit. The Medical Assistant works under the guidance of the Peace Corps Medical Officer (PCMO) and reports to the Country Director (CD) for administrative issues. The MA is responsible for providing administrative and clinical support for the PCMO, including tracking and ordering pharmacy and supply inventory, triage vitals, administering immunizations, drawing laboratory specimens; administrative skills; working as the health unit receptionist, screening phone calls, taking messages, coordinating consult requests, tracking laboratory and specialist consult reports, scanning and filing in the health record, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in

support of the PCMO(s). This position works Mondays through Fridays, 8:00am to 5:00pm. The Medical Assistant is a full-time contracted position in the Peace Corps office in Phnom Penh.

### **REPORTING**

The Training Assistant reports directly to the Peace Corps Medical Officer (PCMO) under the ultimate supervision of the Country Director.

### **DUTIES**

#### **Clinical support**

- Serves as chaperone for PCMO during medical examinations and procedures.
- Performs a variety of non-invasive routine technical and clinical services under the supervision of a PCMO, which may include clinical tasks such as taking vital signs, administering immunizations, performing laboratory tests, etc. Even under supervision, MAs are not allowed to assist with or perform any unapproved services.
- Responsible for sterilization of equipment.

#### **Administrative support**

- Working as the receptionist for the Health Unit
- Screening phone calls & taking messages
- Scheduling and following up on medical appointments
- Distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight
- Scanning, labeling, and uploading documents into the medical records system
- Other clerical and administrative functions in support of the PCMO

### **REQUIRED MINIMUM QUALIFICATIONS**

- Successful completion of a nursing school (technical/university degree), general medical school, medical assistant program, and a valid registered clinical license/diploma or applicable knowledge and experience obtained through on-the-job training or under the direct guidance of a provider (supporting documentation must be submitted).
- Two years progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experience desirable.
- Strong Speaking/Reading/Writing of English and native Speaking/Reading/Writing of Khmer. This will be tested.
- Knowledge of Microsoft Office programs (Word, Power Point, Access, and Excel).

### **DESIRED QUALIFICATIONS**

- Experience providing administrative support to medical care providers and working with multiple teams in a professional organization.
- Proven ability to succeed in a multi-cultural English-speaking organization.
- Experience as a point of contact or liaison with stakeholders including patients, service providers, vendors, and other partners.
- Proven excellence in managing multiple tasks, projects, and deadlines.
- Knowledge of medical terminology.

Along with meeting the qualifications above, candidates must be able to obtain a security certification from the U.S. Government which requires a national identity card, birth certificate, school certificate, and other supporting documents.

Preference will be given to candidates residing in Cambodia or who are citizens of Cambodia at the time of application.

### **APPLICATION INSTRUCTIONS**

Submit the following: 1) a cover letter in English describing your interest in working with the Peace Corps and how you meet the qualifications, and 2) a CV in English that demonstrates how you meet the desired qualifications, 3) documentation of required degree(s)

Send cover letter and CV/Resume to [KH-jobs@peacecorps.gov](mailto:KH-jobs@peacecorps.gov) with the title “**Medical Assistant**”

- Or, deliver to the Peace Corps Office - #7A, Street 256
- Or, mail to Peace Corps Office, PO Box 2453, Phnom Penh 3

**Applications that fail to follow application instructions or address the required qualifications or are submitted after 5:00pm on the closing date will not be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.